



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY  
UNIT # 15716  
APO AP 96271-5716

IMKO-AC-E

01 JAN 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Area III Support Activity Policy Memorandum #58, Water Pollution Management Program for Maintenance Facilities Policy

1. **PURPOSE.** The purpose of this policy is to reduce water pollution from maintenance facilities in accordance with Army Regulation (AR) 200-1, Environmental Protection and Enhancement, US Forces Korea (USFK) Pamphlet 200-1, Environmental Governing Standards
2. **REFERENCE.**
  - a. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97
  - b. USFK Pam 200-1, Environmental Governing Standards, 15 Jul 97
  - c. Technical Manual (TM) 38-410, Storage and Handling of Hazardous Materials, 13 Jan 99
3. **OBJECTIVE.** The objective of this policy is to prevent contaminants, such as petroleum products, cleaning compounds, solvents, and sediments from being discharged onto the land or into adjacent streams. This policy establishes specific procedures and responsibilities to be followed in the operation of maintenance facilities to ensure that only the highest quality of water is being discharged, thereby keeping pollution to an absolute minimum.
4. **APPLICABILITY.** This policy applies to:
  - a. All USASA Area III Headquarters directorates and organizations, all installation support activities and organizations, and tenant units and organizations.
  - b. All active military and reserve components that are permanently or temporarily stationed at any installation within Area III.
  - c. All appropriated and non-appropriated funded U.S. and Local National civilian employees working permanently or temporarily within Area III.
  - d. All Army and Air Force Exchange Service and all Defense Commissary Agency employees working permanently or temporarily within Area III.
  - e. All contractors and their employees working within Area III.
5. **RESPONSIBILITIES.**

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a. Directorate of Public Works (DPW) Environmental Office will:

(1) Conduct semi-annual inspections of maintenance facilities and areas to determine compliance with the environmental rules, regulations, standards, and this policy.

(2) Advise and provide guidance in the operation of water pollution abatement equipment (i.e. oil/water separators, gate valves, skimmers, etc.).

(3) Conduct training in proper controls and procedures for abatement.

(4) Coordinate the removal, transport, and disposal of used petroleum, oils, and lubricant (POL) products. This may be performed by contract or through in-house assets.

(5) Coordinate the maintenance of water pollution abatement equipment to include periodic cleaning and sediment removal from oil/water separators.

b. Unit Commanders and Organization Supervisors will:

(1) Assign a primary and alternate unit or organizational Environmental Compliance Officer (ECO).

(2) Implement this policy and correct identified deficiencies.

(3) Provide an ECO to accompany the Environmental Office personnel during environmental inspections.

c. Unit and Organizational Primary and Alternate ECO:

(1) Report the malfunction any water pollution abatement equipment utilizing DPW, maintenance service order (MSO) procedures.

(2) Immediately call 911 to report the release or spill of POL in accordance with the following:

(a) 25 gallons or greater of POL.

(b) Any amount of POL that has reached any surface water, to include storm drains, storm ditches, catch basins, streams, rivers, etc.

(c) Any amount of POL that has flowed off-post.

(d) If in doubt, notify and report.

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(3) Cleanup any spill or release of a non-waterborne release or spill of a POL product and as directed by the Installation On-scene Coordinator of all other releases or spills.

(4) Report and coordinate the disposal of hazardous wastes with the Environmental Office.

(5) Coordinate the removal of used and waste POL with the Environmental Office.

(6) Perform unit or organizational maintenance of water pollution abatement equipment to include the following:

(a) Clean washrack washing pads and drainage trenches.

(b) All trash will be placed in trash container or dumpsters.

(c) Sediments from the drainage trenches will be removed and disposed of at the landfarm after coordinating with the Environmental Office.

(d) Keep trash and debris from clogging grates and drain pipes.

(e) Keep covers on used oil storage containers.

(f) Cleanup spilled POL.

(g) Keep trash out of oil/water separators (O/WS).

(7) Conduct monthly and quarterly inspections of maintenance facilities and areas to determine compliance with the environmental rules, regulations, standards, and this policy.

(8) Ensure environmental training is placed on the unit and organizational training schedule and conducted at least semi-annually. Coordinate with the DPW, Environmental Office for assistance with training preparation as needed.

## **6. PROCEDURES.**

### **a. General.**

(1) Vehicle washing and steam cleaning operations will only be performed on washracks with oil/water separators, or on specially prepared areas approved by the DPW, Environmental Office in maintenance facilities not equipped with washracks.

(2) Perform maintenance operations in such a way that spills and releases are prevented.

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(3) Quickly cleanup spills of POL and hazardous materials.

(4) Properly dispose of used POL and hazardous waste.

(5) Maintain a sufficient supply of absorbent material stocked on-hand. A spill must be absorbed and never flushed away with water.

b. Washracks.

(1) Pressure washers and steam cleaners will only be used on washracks with oil/water separators, or on specially prepared areas approved by the DPW, Environmental Office in maintenance facilities not equipped with washracks prior to washing operations.

(2) Garbage, POL, debris, contaminated materials will not be placed into or introduced into the washrack (O/WS) system. Garbage and other solid waste is to be disposed of in a dumpster and used POL is to be disposed of at the nearest used POL collection point.

(3) Units and organizations will not abuse the washrack. Examples of abuse are:

(a) Parking vehicles on curbs or back walls

(b) Operating without grates installed

(c) Leaving unused hoses lying on washrack

(d) Dumping POL into the O/WS

(e) Operating when the O/W separator is in need of maintenance

(4) Vehicle washing will cease when maintenance crews or used POL removal contractor arrive to conduct maintenance or remove used POL.

(5) Units and organizations are responsible for removing and properly disposing of sand and other sediments from the washrack drainage trenches. Coordinate with the DPW, Environmental Office for disposal at the landfarm facility.

c. Maintenance Bays.

(1) The use of cleaning compounds and solvents is restricted to indoor usage at all maintenance facilities.

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(2) Caution to prevent POL spill in the bay is essential. Spillage will be cleaned up immediately. Cleaning a spill is accomplished by the use of an absorbent material. Spill POL will not be washed down floor drains or out bay doors.

(3) No POL will be disposed of in an O/W separator.

(4) Washing of maintenance bays is strictly prohibited.

d. POL Storage and Dispensing Areas.

(1) Storage or dispensing of POL directly over or in close proximity to storm drains is prohibited.

(2) Drip pans are to be used at dispensing areas. Drip pans will be serviced regularly to prevent overflow.

(3) Any spill or release must be cleaned up immediately. Cleaning a spill is accomplished by the use of an absorbent material. Spills must be reported in accordance with the procedures outlined in paragraph 5c2.

e. Equipment Parking Line.

(1) Vehicles will have adequate drip pan to collect leaking POL materials. Drip pans may be self-fabricated or procured (NSN 7330-00-205-316, NSN 7330-00-286-8069, NSN 7330-00485-7376, NSN 7330-00-272-2569, or NSN 4910-00-287-2944). Collected product will be transferred to the used POL facilities before drip pans fill and overflow.

(2) Any spill or release must be cleaned up immediately. Cleaning a spill is accomplished by the use of an absorbent material. Spills must be reported in accordance with the procedures outlined in paragraph 5c2.

(3) No maintenance or POL operations will be conducted on the line.

(4) Vehicles will not be washed on the line under any circumstances.

f. Cleaning Compounds and Solvents.

(1) Cleaning compounds and solvents are restricted to indoor use only.

(2) Do not place any used solvent or cleaning compound in any O/W separator or in any used oil tank, drum, pod, or any other container to collect used oil.

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(3) Using cleaning compounds and solvents on washracks is strictly prohibited.

g. Used POL Storage Facilities.

(1) Above ground tanks are the preferred method of accumulating used POL. Surplus fuel pods in good repair may be used for the collection of used POL products.

(2) Used POL collection points must be placed on impermeable surface with a dike capable of containing an amount of liquid equal to 1 1/2 time of the capacity of the tank.

(3) 55-gallon drums can be used to collect used POL and contaminated fuel under the following conditions:

(a) A temporary maintenance facility without above ground used POL tanks.

(b) The drums are not overfilled. A drum is considered overfilled if there is less than 6 inches between top of the product in the drum and the top of the drum (6" of freeboard is required).

(c) Open top or overpack drums will not be used to collect used POL or fuel.

(d) A funnel will be used when filling drums. The funnel will be removed and the bung replaced after each use. The drums will never be left open except for adding or removing used POL from the drums.

(e) 55-gallon drums used to collect used oil will have original markings painted over. The words "USED OIL" will be stenciled in 6 inch white letters on the center section of the drum.

(f) 55-gallon drums used to collect contaminated fuel will have original markings painted over. The words "CONTAMINATED JP-8" will be stenciled in 6 inch white letters on the center section of the drum.

(g) All 55-gallon drums will have a secondary cover to prevent the intrusion of rainwater or contact with direct sunlight.

(h) A minimum of a 3 foot space will be maintained between drums of used oil and drums of contaminated fuel.

h. Compressed Gas Cylinders.

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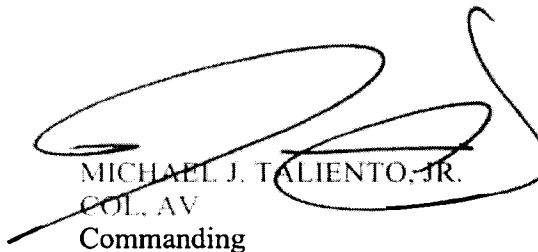
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- (1) Compressed gas from cylinders will not be used without reducing the pressure through a regulator that is designed for that purpose.
- (2) Cylinder valves will be opened slowly to prevent a sudden discharge of gas.
- (3) Compressed gas will not be used to dust off clothing or other objects.
- (4) All cylinders will always be considered full and corresponding care exercised.
- (5) Cylinders will never be lifted by grasping the valve or valve protection cap.
- (6) Cylinders will never be used near heat sources where temperatures in excess of 130° F. may be encountered.
- (7) Cylinders will be protected from dampness, and filled cylinders must be protected against excessive rise in temperatures from direct rays from the sun and other heat sources.
- (8) Smoking is prohibited within 50 feet of compressed gas storage areas. "NO SMOKING" signs will be posted and visible from each accessible side of the storage area.
- (9) Cylinders with valves must be stored with the valve protector cap securely in place.
- (10) Except for acetylene, cylinders with valve protector caps should be stored horizontally, unless they are strapped or chained securely.

7. **ENFORCEMENT.** Recurring violation of washrack operation requirements will result in disconnection of utilities to the facility.

8. The point of contact for this policy is the USASA Area III DPW Environmental Chief, 753-6082.

Encl

  
MICHAEL J. TALIENTO, JR.  
COL. AV  
Commanding

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